



Information Management

**THE AIR FORCE PUBLICATIONS AND
FORMS MANAGEMENT
PROGRAMS--PUBLICATION LIBRARIES AND
SETS**

NOTICE: This publication is available digitally on the USAFA WWW site at: <http://www.usafa.af.mil>.

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AFI 37-160, Volume 7, 30 November 1993, is supplemented as follows:

The HQ USAF Academy master publications library (HQ USAFA/IMP) is located in Harmon Hall, room 234.

Limit functional libraries to a minimum (normally only one within an organization), taking full advantage of the master publications library and other nearby functional libraries.

Send IMP a copy of the letter discontinuing a functional library only if you maintain decentralized publications.

The USAFA master publications library maintains only those publications for which there is an established requirement at the Publishing Distribution Office (IMPD/PDO). The USAFA master publications library does not maintain specialized publications or standard publications with limited use or application. Examples are manpower standards, plans, federal personnel manuals, JCS publications, and L-distribution publications. The USAFA master publications library maintains Air Force Cadet Wing (AFCW) publications.

The USAFA master publications library does not maintain classified publications.

Contact the master publications library to get a list of decentralized publications if needed.

The USAFA master publications library loans publications for 3 workdays. Extensions may be granted; however, only in extreme cases will borrowers be allowed to keep a loaned publication for more than 10 workdays.

The USAFA master publications library does not maintain L-distribution publications.

and A2.1. At the USAF Academy, the guidance for maintaining publications, which is contained in attachment 2 of the basic instruction, is to be considered as directive. Unless otherwise supplemented, all USAFA organizations must follow the procedures in attachment 2.

The USAFA master publications library does not maintain obsolete publications.

A2.5. and A2.6. Always post standard publications in pencil.

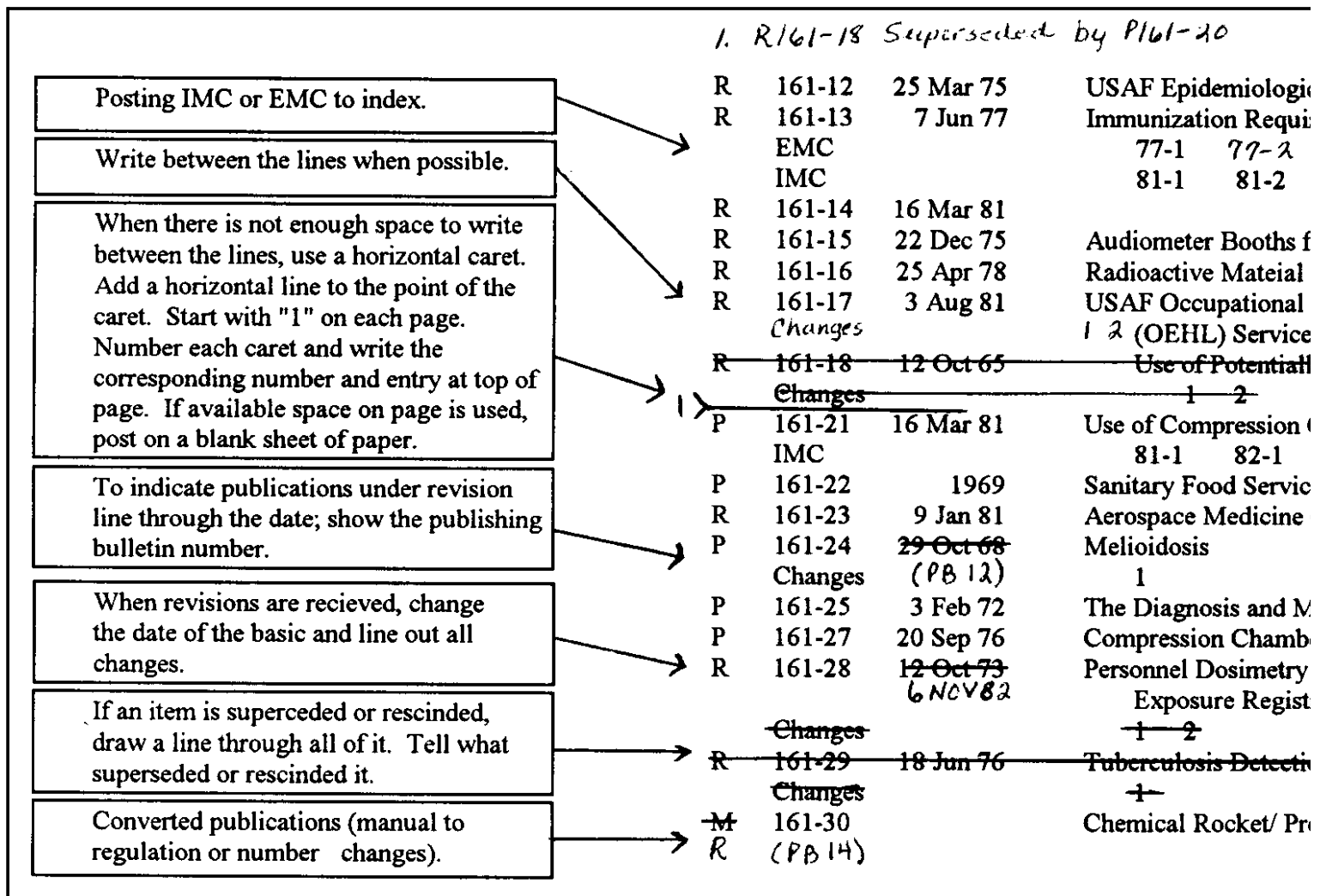
A2.5.7. If these type items are posted, file them behind the basic publication, in date order.

A2.6.2.3. Remember to erase "see supplement" when the new supplement is received.

A2.8(Added). Maintaining Indexes. As a minimum, functional library custodians will post AFIND 2 and USAFAIND 2 from the Air Force Publishing Bulletin and the Academy Bulletin, respectively, for publications maintained in their library. Figure A2.3(Added), this supplement, gives samples of how to post an index.

A3.2.2. IMP will perform staff assistance visits to functional library custodians, upon request.

Figure A2.3(Added). How To Post Indexes.



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